



Draft

PANDEMIC RESPONSE

PLAN

Alexandria City Public Schools
September 2009

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ALEXANDRIA CITY PUBLIC SCHOOLS PANDEMIC RESPONSE PLAN

Background

The Virginia Department of Education (VDOE) has recommended that all school systems in the Commonwealth develop a pandemic response plan. A pandemic is an outbreak of a disease that is happening in many places around the world at the same time. A pandemic flu is a new strain of influenza virus that is making people sick in many places and for which most or all people do not have any immunity. A pandemic can spread very easily and quickly and cause many people to become seriously ill.

Of particular concern has been the 2009 H1N1 influenza virus which has caused world-wide illness and was declared by the World Health Organization (WHO) to be a pandemic in June 2009. This virus has also been referred to as “swine flu” or “novel influenza”. The virus has affected the young disproportionately. It is believed that this virus may become a more serious illness in the fall of 2009/winter 2010. A vaccine for this virus is expected to be available in the early fall of 2009. Another virus that has caused concern in recent years is the H5N1 virus that has caused illness in Asia, Africa and parts of Europe. This virus, which has been referred to as “bird flu”, is especially virulent, and in limited situations has spread to humans. More than half of the people who have contracted H5N1 have died. While this virus has primarily affected birds, there is concern that it could mutate into a virus that is easily spread from person-to-person and could cause many people world-wide to become very ill. Because the virus is constantly changing, scientists are not able to create a vaccine to prevent the disease until the new pandemic influenza virus becomes apparent and is isolated. It is also believed that antiviral medications would be of limited value and limited supply in the event of a pandemic flu.

Health experts believe that the effects of a potential influenza pandemic can be lessened with careful planning by everyone, including schools. The World Health Organization has designated several phases of pandemic flu, and this response plan will correlate with these phases:

1. **The Interpandemic Period** is a time when no new influenza virus subtypes have been identified or when cases of an influenza subtype is causing infection primarily in animals. Animal influenza infection may be occurring in countries other than the U.S., but have yet to be reported domestically or in neighboring countries.
2. **The Pandemic Alert Period** occurs when a new pandemic influenza is infecting humans but no sustained human-to-human spread has occurred or there are small or larger clusters of limited human-to-human spread.

3. **The Pandemic Period** is the time when there is evidence of widespread sustained human-to-human transmission in the general population.

Definitions

The U.S. Department of Health and Human Services has provided the following definitions for understanding the different kinds of flu illnesses (source www.pandemicflu.gov):

Seasonal (or common) flu is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.

Avian (or bird) flu (AI) is caused by influenza viruses that occur naturally among wild birds. Low pathogenic AI is common in birds and causes few problems. Highly pathogenic H5N1 is deadly to domestic fowl, can be transmitted from birds to humans, and is deadly to humans. There is virtually no human immunity and human vaccine availability is very limited.

Novel Influenza A H1N1 is a new influenza virus causing illness in people. This new virus was first detected in the U.S. in April 2009, and has spread to many countries around the world. The H1N1 vaccine is currently in production.

A Pandemic is the worldwide outbreak of a disease in humans in numbers clearly in excess of normal. **Pandemic flu** is a virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person.

ACPS Pandemic Response Plan

I. Interpandemic Period/Prevention Activities

When cases of an epidemic respiratory infection or pandemic illness are occurring in countries other than the U.S., but have yet to be reported domestically or in neighboring countries, ACPS will take the actions listed below:

A. Access Control

- ACPS has policy that enables administrators to control access to school buildings. Each school has a plan to lock down certain entrances and exits, and to monitor others, if necessary. Each school has established a main entrance and an indoor screening area where students and staff could be screened prior to moving to classrooms or other areas of the building. Outside groups using school facilities (e.g., daycare groups) will be asked to follow ACPS screening protocols.
- ACPS will develop a plan to close down or curtail school bus transportation if necessary.

B. Surveillance, Screening and Triage

- ACPS health services personnel have developed a plan to screen students and staff. For younger children, personnel may observe for a cough. With older children, they may ask the following question, “Do you have a new cough that has developed over the last 10 days?” and will
 1. Provide patients who have a new cough with a surgical mask and/or tissues.
 2. Document data at time of screening and review each week for analysis of trends.
 3. School Nurses will
 - a. Evaluate individuals who have a new cough or fever (temperature ≥ 100.0).
 - b. Place all individuals who have fever and a new cough on droplet precautions, pending further evaluation (see Addendum B).
 4. Students will be separated in an identified isolation room for sick children pending parent pickup. Students will be separated from each other by at least 3 feet.

5. Individuals with a fever and cough will be referred to local community health providers or hospitals for evaluation, with school nurses calling ahead to alert staff of patient symptoms.
- ACPS School Health Staff have the authority to restrict individuals (staff and students) who have fever and a new cough from work, class or any other group gathering. They also have the authority to send any student or staff member home that they suspect may have a communicable disease that puts others in the school at risk. The legal authority for exclusion from school is found under the Code of Virginia, § 22.1-272, Contagious and infectious diseases.
 - Absenteeism will be monitored for any trends. School nurses will work with school administrators, social workers and attendance clerks to monitor absentee trends. Significant trends will be reported to the School Nurse Coordinator who will inform the Superintendent and the Alexandria Health Department.
 - Infection control posters will be placed at all school entrances and common areas to encourage all persons entering school buildings to self-screen.
 1. Via posters, school staff will ask persons who have a new cough to wear a surgical mask or use tissues to cover their mouth and nose when coughing, and to use good hand hygiene during the time they need to be in the school building.
 2. Schools will advise all persons, including staff, students and visitors, who have a fever and cough to defer attending school or visiting the institution until their illness has resolved. Recommendations of the Alexandria Health Department and Centers for Disease Control will be considered in determining appropriate protocols for return to school after illness.
 - Monitoring surveillance data
 1. The School Health Services Nurse Coordinator, in collaboration with the Alexandria Health Department, will monitor national, regional and local data related to epidemic respiratory infections.

C. Infection Control/Precautions

- All staff, students and visitors will use droplet precautions for all contact with any individual who has a new cough and fever, until a diagnosis of a non-contagious respiratory illness or an infection requiring a higher level of precautions, is made (see Addendum B).
- If students, staff or visitors present with flu symptoms while at school, they will be provided a mask or tissues while awaiting transportation away from the facility.
- If an isolation room is in use, a precaution sign will be placed on the door.
- Schools will maintain adequate supplies at all times of surgical masks, waterless hand sanitizer, surface cleaners & disinfectants, and tissues throughout public areas, classrooms, meeting rooms and in the Health Office. Surfaces will be cleaned and disinfected regularly using Environmental Protection Agency (EPA) – registered disinfectant approved for use by ACPS Facilities Department. The Facilities Department will provide this product to the schools. Label instructions should always be followed when using any disinfectants. All cleaning products should be stored where students do not have access to the products and should be used when students are not nearby.
- Schools will display hand-washing and cover your cough posters in high-traffic areas and classrooms.

D. Communication/Education

- ACPS will develop a sustainable and effective plan for communication and promotion of messages relating to epidemic respiratory infections to internal and external audiences. This includes:
 1. Staff education – annual infection control measures will be reviewed with staff as well as strategy for activities to promote timely information to health services providers in the event of an epidemic respiratory infection.
 2. Translation Services
 3. Newsletters, take-home fliers, messages on school menus where appropriate
 4. Use of Web Site
 5. Use of ACPS TV

6. Phone Hotline

E. Additional Preparedness Activities

- ACPS will encourage influenza vaccination during the regular influenza season to reduce the morbidity from seasonal influenza transmission in vital workers if a pandemic strain emerges and to reduce diagnostic confusion if a pandemic strain emerges (one may have a higher suspicion for pandemic strain if the patient is known to have been vaccinated against seasonal influenza).
 1. All eligible staff will be offered the opportunity to receive influenza vaccine at school locations on designated days.
 2. School Health Staff will share educational materials with staff about influenza vaccination.
- Each school should maintain a crisis response team. This team should develop plans to address the emotional needs of students, faculty and staff in the event of a pandemic threat or actual event that causes serious illness or death.
- The ACPS Emergency Planning Team will designate an Incident Command core including senior administration, health services, communications, safety, engineering and security.
- The Emergency Planning Team and Nurse Coordinator will monitor communications from public health officials to review changes in recommendations about screening criteria and will communicate changes to school nurses and administrators via email.
- The Director of Human Resources will develop a Pandemic Illness Personnel Policy to address the following issues as they pertain to a period of pandemic in the community:
 1. Sick leave
 2. Salary and Benefits
 3. Staff absenteeism/shortages
 4. Payroll issues during prolonged closures
 5. Telecommuting
- The Curriculum Department will explore ways to maintain continuity of student learning under a variety of pandemic flu circumstances, including periods of school closure and

during prolonged student/staff absences. This may include the following strategies:

1. Combining classes
 2. Modified schedules
 3. Limiting the number of buildings open/combining schools
 4. Modifying the school calendar
 5. Use of student tutors, substitute teachers
- The Curriculum Department will collaborate with regional and state education authorities to explore the use of alternate education delivery systems in the event of prolonged school closures. These may include the following:
 1. Internet-based learning/Blackboard
 2. TV and public access channels
 3. Radio communication
 4. Videotaped classes broadcast regionally
 5. Community resource model/involving extended families as teachers at home
 - Food and Nutrition Services will evaluate alternative plans for delivery of service during each pandemic period. The Food and Nutrition Services Pandemic Flu Plan can be found in Addendum D.

II. Pandemic Alert Period/Planning Activities

In the event that a case of pandemic influenza affects a community member or a close contact of a community member of ACPS, activities will be modified to reflect increased risk of exposure and disease spread within the ACPS community. The following recommendations should be addressed in the event that a case of pandemic influenza is suspected or has been confirmed but there is not documented community spread from this person to others. Activities are cumulative through the phases, and therefore, those activities from the Interpandemic Period should be carried over to this phase and supplement the recommendations below.

A. Access Control

- ACPS reserves the right to restrict the use of school facilities and group activities within school buildings. After hours use of ACPS facilities may be curtailed. This decision will be made by the Superintendent in consultation with the Alexandria Health Department Director.

- Applicable portions of the access control plan created in the Interpandemic Period will be implemented.

B. Surveillance, Screening and Triage

- Infection control signs will be posted at all entrances, and in all common areas (libraries, gymnasiums, auditoriums, cafeterias, classrooms, restrooms). Posters will include specific risk factors for the targeted infection, to encourage all persons in the school to self-screen for infection.
- Persons who self-identify with cough, fever or flu symptoms are instructed to don a surgical mask and should go to the school nurse office for clinical evaluation.
- Health services personnel who suspect, after initial clinical evaluation, that a patient may have an epidemic respiratory infection, will contact the Nurse Coordinator and Alexandria Health Department if multiple cases are suspected (see Addendum C).
- Surveillance of staff and students by use of a screening questionnaire and physical assessment may increase individually and in groups as indicated by the CDC and Alexandria Health Department.
- Staff and students who have had contact with suspected patients will be screened daily by school health staff for fever or respiratory symptoms.
- Surveillance data will be reported to the Nurse Coordinator who will share it with the Alexandria Health Department as needed.

C. Infection Control/Precautions

- Droplet precautions will be required for any person who has a new cough and fever (100 or higher), but no risk factors for pandemic influenza, until a diagnosis of a non-contagious respiratory illness, or an infection requiring a higher level of precautions, is made (see Addendum B). Health Services personnel have the authority to exclude any individual with a new cough and fever until a diagnosis of non-contagious respiratory illness is made.

D. Communication/Education

- A designated staff member will be present at high-traffic areas on site to answer questions and direct persons to evaluation at the Health Office as needed.
- ACPS in coordination with the Alexandria Health Department will keep the community informed and provide education about prevention and symptom surveillance through the following ways:
 1. Staff education – annual infection control measures will be reviewed with staff as well as strategy for activities to promote timely information to health services providers in the event of an epidemic respiratory infection.
 2. Translation Services
 3. Newsletters, take-home fliers, messages on school menus where appropriate
 4. Use of website
 5. Use of ACPS TV
 6. Phone Hotline

E. Additional Preparedness Activities

The ACPS Emergency Pandemic Team will meet daily to review situation and school system strategies

III. Pandemic Period/Response Activities

In the event that there is evidence of institutional transmission of pandemic influenza or if there is wide-spread human-to-human transmission in the Alexandria region, ACPS will enter the highest level of alert, which may include restrictions on access to the institution, if recommended by public health authorities. The Crisis Team will follow procedures outlined in the Crisis Intervention Manual as needed. At this level, ACPS may consider implementing the following actions, if recommended:

A. Access Control

- All entrances to schools will be locked except the main entrance.

- Entry into schools will be restricted to the following:
 1. Staff and students
 2. Parents of students
 3. Authorized emergency response personnel

- Cafeteria activities may be suspended or modified. A plan will be developed for delivering meals to students if cafeteria or group-style dining is closed. This may take the form of delivery of bag meals to classrooms with the assistance of school staff.

- There may be some degree of suspension of activities, including sporting events, arts performances and after school classes as determined by the Emergency Pandemic Team in consultation with the Alexandria Health Department.

- There may be a limiting of larger than class size group gatherings during the school day (e.g. assemblies, recess, etc.)

- Review school policies and awards to encourage social distancing and avoiding any incentives for people or staff to go to school when they are sick (e.g., cancel perfect attendance awards).

- Buses transporting students on and off campus may be consolidated or suspended.
 1. Bus drivers will be authorized to use a screening process and infection control procedures and may request that sick students not board bus at the morning pickup or sit in a designated area on the bus and wear a mask.
 2. A bus may be designated for the transporting of sick students home, if feasible.

- The decision to close ACPS may be made as a means to prevent further spread of an epidemic, or in response to high student and/or staff absenteeism. The Superintendent will make school closure decisions in consultation with the Emergency Pandemic Team and the Alexandria Health Department. Current CDC recommendations will help guide closure decisions.

b. Surveillance, Screening and Triage

- Students and staff who have a fever and cough will be asked to stay home and report absence to school attendance office. Current CDC guidance on exclusion will be considered for appropriate return to school timing after illness.
- Those allowed into the school buildings may be screened for fever or cough and have their temperature taken, and if cleared, may be given something to indicate that they have been cleared to enter the facility (e.g. as sticker, a card, a stamp on the hand).
- Those who are identified to have fever and/or cough may be instructed to don a surgical mask, use hand sanitizer and go to a designated isolation area to be picked up by parents and sent home. Adults and students accompanied by adults may also be excluded from entry into the institution and instructed to call their health care provider for advice and evaluation.
- The name and phone/number/address of all persons seen with fever and new cough will be recorded and reported daily to the ACPS Nurse Coordinator. This information will be shared with the Alexandria Health Department as appropriate (see Addendum C).
- If the person warrants medical evaluation, health services staff should alert the appropriate medical resource that a suspect case needs evaluation so that the referral center can make arrangements for infection control precautions.

c. Infection Control/Precautions

- Adequate supplies of personal protective equipment, hand sanitizer and tissues will be maintained throughout each school. The Facilities Department will ensure the maintenance of stock.
- School Health Staff providing patient care will be N-95 respirator fit-tested and trained in its proper use.
- Students and staff who have had contact with suspected patients should be screened daily for fever or respiratory symptoms by School Health Staff.

d. Communication/Education

- Daily or more frequent updates to community members and parents will be provided as determined by the Pandemic Team.

References:

Centers for Disease Control, *Preparing for the Flu*, August 7, 2009, [Online]
<http://www.cdc.gov/h1n1flu/schools/toolkit/>

State of New Hampshire, *Influenza Pandemic Public Health Preparedness & Response Plan*, 2 March 2006. Available [Online] <http://www.dhhs.nh.gov>

U.S. Department of Health and Human Services, <http://www.pandemicflu.gov>

World Health Organization, *Pandemic Influenza Preparedness and Response*, April 2009
Available [Online]
<http://www.who.int/csr/disease/influenza/pipguidance2009/en/index.html>

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Addendum A

Alexandria City Public Schools School Pandemic Influenza Preparedness & Response Checklist For School Health Offices

Interpandemic Period/Prevention Activities:

Surveillance, Screening and Triage

- _____ Send any student or staff member home who is suspected of having a communicable disease that puts others in the institution at risk.
- _____ Provide patients who have a new cough with a surgical mask and/or tissues.
- _____ Document data using Welligent Database at time of screening and review each week for analysis of trends.
- _____ Restrict individuals (staff and students) who have fever of 100 or higher and a new cough from work, class, or any other group gathering.
- _____ Report possible clusters to the Nurse Coordinator who will in turn inform the Alexandria Health Department (see Addendum C).
- _____ Monitor/post infection control signs at building entrances and common areas.

Infection Control/Precautions

- _____ Follow Health Department recommended precautions for contact with any individual who has a new cough and fever.
- _____ Display hand-washing posters in high-traffic areas and in restrooms and classrooms.
- _____ Provide mask or tissues to any students, staff or visitors who present with cough and fever symptoms while at school and awaiting transportation from facility.

Communication/Education

- _____ Develop a plan to orient and educate staff regarding basic readiness activities at the school.

Additional Preparedness Activities

- _____ Implement flu vaccination campaign (offer vaccine on-site or provide references to area clinics)
- _____ Distribute educational and promotional materials to promote availability and desirability of influenza vaccine for all.
- _____ Identify and train staff to assist school nurse as needed.
- _____ Provide regular updates to staff, students and parents.
- _____ Meet with school Crisis Response/Emergency Preparedness Team annually and as needed to review school and ACPS emergency preparedness plans.

Pandemic Alert Period:

Continue applicable activities from Interpandemic Period.

Surveillance, Screening and Triage

- _____ Consult with School Nurse Coordinator and Alexandria Health Department when suspect, after initial clinical evaluation, that a patient may have an emerging respiratory illness.
- _____ Screen staff and students who have had contact with suspected patients and screen daily for fever or respiratory symptoms.
- _____ Submit surveillance data electronically daily to Nurse Coordinator (see Addendum C).

Infection Control/Precautions

- _____ Expand precautions for clinicians to include airborne, droplet, and contact precautions for suspect cases with risk factors.
- _____ Ensure that adequate fresh ventilation is present in the school health office. Consider moving School Health Office to alternate location if fresh air is not accessible in current location.

Communication/Education

_____ Keep the staff and school community informed and provide education about prevention symptom surveillance, as needed.

Additional Preparedness Activities

_____ Meet with Crisis Response/Emergency Preparedness Team daily to review situation and strategies.

Pandemic Response Period:

Continue applicable activities from Interpandemic and Pandemic Alert Periods.

Surveillance, Screening and Triage

_____ Continue to screen those allowed into the school as recommended by the Alexandria Health Department for fever or cough – this may include measuring temperatures and/or implement signage (sticker, card, stamp) system to track status.

_____ Record the name and phone number/address of all persons seen with suspected epidemic respiratory infection and report daily to Nurse Coordinator (see Addendum C).

Infection Control/Precautions

_____ Continue practice of airborne precautions, including staff who conduct screening at institution entrances.

_____ Implement isolation guidelines as they are made available by the Virginia Department of Health and CDC.

_____ Isolate suspect cases until transported home.

Communication/Education

_____ In collaboration with principal, provide daily or more frequent updates to community members and parents.

Additional Preparedness Activities

_____ Meet with Crisis Response/Emergency Preparedness Team daily to review situation and strategies.

Reference:

Addendum B

Droplet Precautions

Source: Centers for Disease Control and Prevention, *Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings* 2007.

Available at http://www.cdc.gov/ncidod/dhqp/gl_isolation_droplet.html

Droplet Precautions

Droplet Precautions are intended to prevent transmission of pathogens spread through close respiratory or mucous membrane contact with respiratory secretions.

Use Droplet Precautions for patients known or suspected to be infected with pathogens transmitted by respiratory droplets (i.e., large-particle droplets $>5\mu$ in size) that are generated by a patient who is coughing, sneezing or talking.

Place patients who require Droplet Precautions in an examination room or cubicle as soon as possible. Instruct patients to follow recommendations for Respiratory Hygiene/Cough Etiquette.

Don a mask upon entry into the patient room or cubicle.

No recommendation for routinely wearing eye protection (e.g., goggle or face shield), in addition to a mask, for close contact with patients who require Droplet Precautions.

For patients with suspected or proven SARS, avian influenza or pandemic influenza, refer to the following websites for the most current recommendations (<http://www.cdc.gov/ncidod/sars/>; <http://www.cdc.gov/flu/avian>; <http://www.pandemicflu.gov>).

Respiratory Hygiene/Cough Etiquette:

1. Please tell staff immediately if you have flu symptoms

Flu symptoms include fever, headache, tiredness, dry cough, sore throat, nasal congestion and body aches.

2. Cover Your Cough and Sneeze

- Use a tissue to cover your mouth and nose when you cough or sneeze.
- Drop your used tissue in a waste basket.
- You may be asked to wear a mask if you are coughing or sneezing.

3. Clean Your Hands

- Wash your hands with soap and warm water or clean with gels or wipes with alcohol.
- Cleaning your hands often keeps you from spreading germs.

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Addendum C
Alexandria School Respiratory Outbreak Surveillance Form

Date Reported:		School:			School Contact Person:		Telephone:		E-mail:	
Name	Sex	DOB (mm/dd/yy)	Student or Faculty *	Grade	Class- room #	Symptoms** (Circle all that apply)		Symptom Onset date	Telephone	Notes
			S F			C S F H M D N O _____				
			S F			C S F H M D N O _____				
			S F			C S F H M D N O _____				
			S F			C S F H M D N O _____				
			S F			C S F H M D N O _____				
			S F			C S F H M D N O _____				

* S = student, F= staff or teacher. **Symptoms: C= Cough S= Sore Throat F = Fever H = Headache
M = Myalgia/muscle aches D = Diarrhea N = Nausea O = Other (Specify)

Addendum D
Alexandria City Public Schools

Emergency Pandemic Flu Plan
for Food and Nutrition Services

As of October 2007, USDA, the regulatory agency for FNS, is still in meetings to determine how best to utilize commodity foods in case of a pandemic flu outbreak. For all intents and purposes it must be presumed at this time that USDA would not release donated foods (commodities) to be delivered door to door to households that qualify. The first line of food security for qualifying households is emergency food stamps, provided through FEMA.

There are 3 scenarios for food delivery to ACPS students. The plan is detailed below.

A. Interpandemic Period

Outbreak outside the immediate area

Assumption: full or near full workforce - No schools closed, full day

Food services continue as normal to all schools that are in session. Workforce has not been impacted, nor is there sufficient reason to modify the school day.

B. Pandemic Alert Period

Initial Outbreak

Assumption: wide spread fear, people not reporting to work; some schools may be closed; those not closed are operating on full day schedule.

Food services will continue as normal in schools where feasible; those coming to work at schools closed will be assigned food service jobs in open schools.

At this point in time it is realistic to think that a reduction in force would be significant.

Food Services will attempt to purchase unitized meals, such as those used in summer feedings. Another option to explore would be military MRE's, depending on expense. Record keeping is still required. Unitized meals could be delivered in bulk to schools for disbursement, either by a foodservice staff or someone trained how to complete the paperwork.

C. Pandemic Period

Widespread illness; fatalities

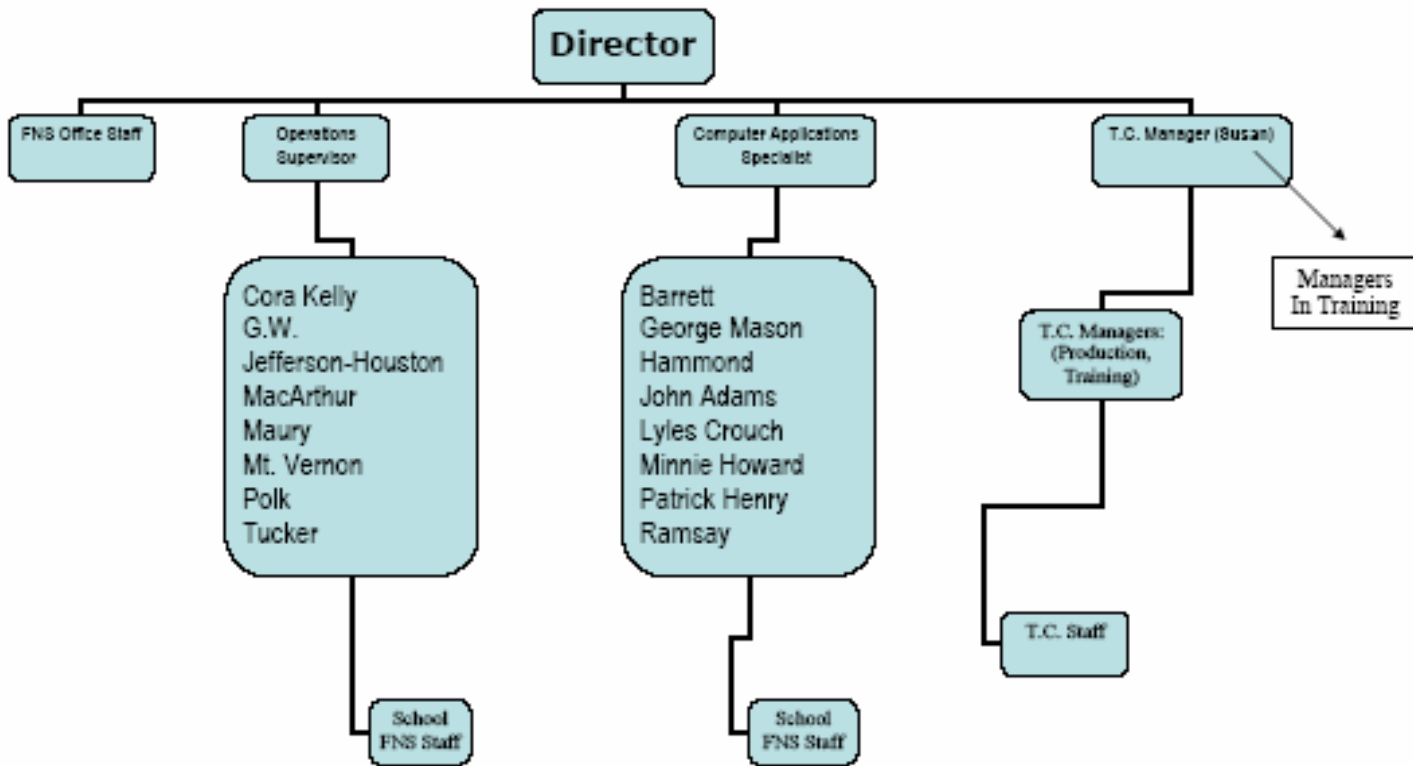
Assumption: a reduction in force so great that FNS is unable to provide services.
Schools may/may not be open.

In this event, the schools that remain open could go to ½ days with no meal service provided if needed. Any FNS staff still working would be assigned jobs elsewhere in the district.

D. Recovery Period

Back to work: Pandemic wave(s) passed; schools open

FNS has open emergency notification plans in place. The protocol follows:



Once a call is made, the caller moves on, either relaying message to return to work or leaving message. When all have been contacted, the 3 callers then phone director with list of “left message” versus “spoke directly to person.”

These plans are reviewed periodically and are kept at callers’ homes.

It is presumed at least a 1 or 2 day notice will be provided before reopening.

Staffing levels could be seriously affected and a time frame for “normal” levels is difficult to determine at this time.

This may cause unitized meals or require that meals be furnished by families until staffing could be reestablished. A second option would be help from an outside agency such as the American Red Cross for a short period of time.

ADDENDUM E

ALEXANDRIA CITY PUBLIC SCHOOLS

EMERGENCY PANDEMIC FLU PLAN FOR EDUCATIONAL FACILITIES

The essential mission of the Educational Facilities Department is to maintain healthy and safe environments for the education of the students in Alexandria City Public Schools (ACPS). This mission is accomplished through six functions:

1. Building Operations: Custodial
2. Building Operations: Maintenance/Repair
3. Building Operations: HVAC/Electrical Systems
4. Building Security
5. Building Rentals and Community Use
6. Building Renovation and Construction

Daily operations may be affected by a pandemic flu, restricting access to some buildings. The Emergency Plan is outlined below:

A: Interpandemic Period

Outbreaks of flu outside immediate area of metro Washington, DC. Assumption that schools will remain open with full or near full workforce operating on a normal schedule.

B. Pandemic Alert Period

Initial outbreaks of flu in the Alexandria City Public Schools community or close contact with ACPS. Assumption of wide spread fear and people not reporting work. Some schools may be closed or schools may be operating on a reduced schedule.

Educational Facilities functions will continue as normal in schools where feasible. Employees able and willing to work may be reassigned to another school if their school is closed. If ACPS employees cannot work, contracted services can be used to provide custodial, maintenance, repair, and security. Community use of facilities may be restricted. Building renovation and construction projects may be restricted, postponed or terminated.

C. Pandemic Period

A widespread outbreak of flu in the ACPS community and resulting in some fatalities. Assumption of significant reduction in the workforce, resulting in several schools closing and students consolidated in open schools. The possibility that all schools may be closed.

Educational Facilities functions would focus on maintaining security at schools that are closed and maintaining operations at schools that may remain open. Shortage of employees may require relocation of employees to other schools or contracted services for custodial, maintenance, repair and security. Community use of Schools would likely be restricted. Construction projects would likely be terminated.

D. Recovery Period

Pandemic wave passes, schools reopening and employees back to work Similar to Pandemic Alert Period, Item B above, until back to normal operations.

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Addendum F

Alexandria City Public Schools School Pandemic Influenza Preparedness & Response Checklist

Responsibilities of the Division Superintendent

Interpandemic Period/Prevention Activities:

___ Identify a pandemic coordinator and team responsible for the plan development and coordinating implementation of the plan.

___ Inform the School Board on the status of the Pandemic Response Plan.

___ Delineate accountability and responsibility and provide resources for the key stake holders engaged in the planning and executing of specific components of the Pandemic Response Plan.

Pandemic Alert Period:

Continue applicable activities from Intrapandemic Period.

___ Review any legal implications with the School Board Attorney.

___ Identify chain of command in case of illness/absence of Division Superintendent/designee.

___ Identify individuals who will serve as point of contact for the media, with backup in case of illness/absence.

___ Identify procedures for communicating with the Alexandria Health Department and city and state governments.

___ Identify which core educational services schools will be required to maintain during a pandemic period.

___ Develop a continuity of operations plan for essential central office functions.

___ Develop a communications plan/protocol for possible extended school closures with the Executive Director for Information and Outreach.

___ Review the Division Emergency Response Plan and communicable disease policies and procedures with division leadership.

___ Collaborate with the school division Finance, Human Resources, and Administration regarding school operations during periods of reductions in staff.

___ Collaborate with the Pandemic Influenza Planning Group to review and update Pandemic

Response Plan as needed.

___ Develop a plan for the closure and re-opening of schools.

Pandemic Response Period:

Continue applicable activities from Interpandemic and Pandemic Alert Periods.

___ Activate the Pandemic Response Plan.

___ Consult and collaborate with local and state Department of Education and Department of Health officials in making pandemic response operational decisions.

___ Notify parents and employees about the effects of the pandemic outbreak.

___ Authorize release of information to the public and the media.

___ Deploy central office staff to assist at schools as needed.

Recovery Period:

___ Announce the return to normal operations when possible in consultation with local and state health, education and government officials.

___ Brief parents and employees of the circumstances regarding the loss of life, loss of instructional time and the recovery process.

___ Provide schools with the necessary psychological/grief services and materials.

___ Facilitate School System debriefing/lessons learned by key stakeholders.

Source:

Manassas City Public Schools, Pandemic Flu Response Plan, September 2006

Responsibilities of the Deputy Superintendent, Instructional Support

Interpandemic Period/Prevention Activities:

___ Notify the principals and building administrators to update their school emergency plan. Recommend forming a medical crisis response team at each school.

___ Identify essential functions, operations, and employees required to maintain school operations during a pandemic.

___ Identify a chain of command in case of illness/absence of the Deputy Superintendent.

___ Identify direct services or activities that will increase or decrease during a pandemic.

___ Explore ways to maintain continuity of student learning under a variety of pandemic flu circumstances, including periods of school closure and during prolonged student/staff absences. This may include the following strategies: Combining classes, modified schedules, limiting the number of buildings open/combining schools, modifying the school calendar and the use of student tutors or substitute teachers.

___ Collaborate with regional and state education authorities to explore the use of alternate education delivery systems in the event of prolonged school closures. These may include the following: use of internet-based learning/Blackboard, TV and public access channels, radio communication, videotaped classes broadcast regionally and a community resource model involving extended families as teachers at home.

Pandemic Alert Period:

Continue applicable activities from Interpandemic Period.

___ Develop a continuity of operations plan for essential department functions.

Pandemic Response Period:

Continue applicable activities from Interpandemic and Pandemic Alert Periods.

___ Assist the Superintendent/designee as directed.

___ Assure the continuity of day to day operations of the school division.

Recovery Period:

___ Participate in School System debriefing/lessons learned by key stakeholders

Source:

Manassas City Public Schools, Pandemic Flu Response Plan, September 2006

Responsibilities of the Deputy Superintendent, Planning and Support Operations

Interpandemic Period/Prevention Activities:

- ___ Identify essential duties and operations required to maintain the department and Division during a pandemic period.
- ___ Convene Pandemic Planning Group to develop and annually revise Pandemic Response Plan.
- ___ Identify an alternative facilities plan in the event of interruptions of essential services like sanitation, power, water, telephone.
- ___ Establish an alternative central office location.
- ___ Coordinate with the Health Department the use of division facilities during a pandemic.

Pandemic Alert Period:

Continue applicable activities from Interpandemic Period.

- ___ Review and maintain the Pandemic Flu Response Plan and Division Emergency Management Plan.
- ___ Develop a continuity of operations plan for essential central office functions.
- ___ Determine the most efficient strategy for maintaining facilities, providing food services, and transporting students given the circumstances.
- ___ Identify chain of command in case of illness/absence of Director of Transportation.
- ___ Collaborate with the Director of Transportation to develop a plan to provide transportation if there is a bus driver shortage.
- ___ Determine a plan for transporting ill students and employees.
- ___ Determine a back up plan for possible fuel shortages due to vendor delays.
- ___ Collaborate with the Director of Educational Facilities to identify essential duties and operations required to maintain the division during a pandemic period.
- ___ With the Director of Educational Facilities, establish a staffing plan for building maintenance and provide cross training as needed.
- ___ Train custodial staff on proper and preventative cleaning practices.

___ Stockpile the necessary janitorial cleaning supplies.

Pandemic Response Period:

Continue applicable activities from Interpandemic and Pandemic Alert Periods.

___ Assist the Superintendent/designee as directed.

___ Act as the Incident Command System contact person with local city government.

___ Assure the continuity of day to day operations of the school division.

Recovery Period:

___ Convene/Participate in School System debriefing/lessons learned by key stakeholders

Source:

Manassas City Public Schools, Pandemic Flu Response Plan, September 2006

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Responsibilities of the Executive Director, Human Resources

Interpandemic Period/Prevention Activities:

___ Identify essential duties and operations required to maintain the Division and department during a pandemic period.

___ Identify division/school staffing or activities that will increase or decrease during a pandemic period.

Pandemic Alert Period:

Continue applicable activities from Interpandemic Period.

___ Review sick leave, sick leave bank, LWOP, FMLA, Workman's compensation, and medical leave policies.

___ Identify and prepare materials on grief, loss and stress for division employees.

___ Determine and arrange ways to fill staff deficits at all locations.

___ Provide cross training where needed.

___ Develop guidelines for flexible work options.

___ Develop "FAQ" regarding leave policies to disseminate division wide on short notice.

Pandemic Response Period:

Continue applicable activities from Interpandemic and Pandemic Alert Periods.

___ Assist the Superintendent/designee as directed.

___ Respond to staff concerns regarding sick leave, sick leave policy, and sick leave bank procedures.

___ Track and report daily the numbers of absences among division wide staff to Superintendent and Nurse Coordinator.

Recovery Period:

___ Continue to provide grief and psychological support for staff.

___ Continue to monitor staff absences.

___ Participate in School System debriefing/lessons learned by key stakeholders

Source:

Manassas City Public Schools, Pandemic Flu Response Plan, September 2006

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Responsibilities of the Chief Financial Officer

Interpandemic Period/Prevention Activities:

___ Identify essential duties and operations required to maintain the Division during a pandemic period.

___ Identify district services that will increase or decrease during a pandemic period.

Pandemic Alert Period:

Continue applicable activities from Interpandemic Period.

___ Identify chain of command in case of illness/absence of Executive Director for Financial Services.

___ Develop a plan to disseminate payroll to staff in the event that schools were closed.

___ Establish a plan for cross training all staff members on essential duties and operations in the department.

Pandemic Response Period:

Continue applicable activities from Interpandemic and Pandemic Alert Periods.

___ Assist the Superintendent/designee as directed.

___ Insure the finance department's continuation of the processing of essential duties such as payroll, grant reimbursements, accounts payable, vendor accounts and payroll vendor accounts.

Recovery Period:

___ Recovery of any economic losses/issues, internally and externally

___ Participate in School System debriefing/lessons learned by key stakeholders

Source:

Manassas City Public Schools, Pandemic Flu Response Plan, September 2006

Responsibilities of the Executive Director, Communications

Interpandemic Period/Prevention Activities:

- ___ Identify essential duties and operations required to maintain the department during a pandemic period.
- ___ Test emergency communications plan and revise as needed.

Pandemic Alert Period:

Continue applicable activities from Interpandemic Period.

- ___ Review and update all media contact information.
- ___ Establish communication protocol with the Superintendent.
- ___ Create a dedicated page on the web site to post all pertinent information and update regularly. Publish this web link through all media channels.
- ___ Develop email alert system for emergency communication with parents and staff.
- ___ Develop templates for key messages: parent letters, school checklists, and press releases related to school outbreaks, school closures ad reopening, etc.
- ___ Develop a communications plan to keep staff, school, and community updated on the pandemic response planning.

Pandemic Response Period:

Continue applicable activities from Interpandemic and Pandemic Alert Periods.

- ___ Assist the Superintendent/designee as directed.

Recovery Period:

- ___ Participate in School System debriefing/lessons learned by key stakeholders

Source:

Manassas City Public Schools, Pandemic Flu Response Plan, September 2006

Responsibilities Executive Director, Technology Services

Interpandemic Period/Prevention Activities:

___ Identify essential duties and operations required to maintain the department during a pandemic period.

___ Provide cross training for essential duties.

Pandemic Alert Period:

Continue applicable activities from Interpandemic Period.

___ Determine the most efficient strategy for delivering educational services given the circumstances of limited staff, limited facilities, school closure.

___ Provide training and support for instructional personnel on the use of instructional technology and the Virtual Learning Environments.

Pandemic Response Period:

Continue applicable activities from Interpandemic and Pandemic Alert Periods.

___ Assist the Superintendent/designee as directed.

Recovery Period:

___ Participate in School System debriefing/lessons learned by key stakeholders

Source:

Manassas City Public Schools, Pandemic Flu Response Plan, September 2006

Responsibilities of the Nurse Coordinator

Interpandemic Period/Prevention Activities:

___ Identify essential duties and operations required to maintain school health services during a pandemic period.

Pandemic Alert Period:

Continue applicable activities from Interpandemic Period.

___ Identify students and staff who are most vulnerable to serious illness.

___ Educate staff about the differences between seasonal flu and pandemic flu, what would occur in a pandemic and infection control measures.

___ Educate staff on droplet precautions.

___ Establish a system/protocol to monitor the signs/symptoms of a pandemic flu outbreak at all locations.

___ Develop a communication plan for reporting student and staff absences and illness to the Alexandria Health Department.

___ Develop a screening process for students/staff entering school and returning to school after an illness.

___ Develop a back up plan for school nurses in case of illness/absence.

___ Offer influenza vaccine clinics for school system employees.

Pandemic Response Period:

Continue applicable activities from Interpandemic and Pandemic Alert Periods.

___ Assist the Superintendent/designee and Assistant Superintendent as directed.

___ Report student and staff absences to the Superintendent/designee and the Alexandria Health Department.

___ Ensure that pandemic flu prevention efforts are occurring in schools.

___ Update school nurses daily.

___ Ensure that surveillance/disease recognition procedures are in place and implemented.

Recovery Period:

___ Continue to serve as liaison with Alexandria Health Department.

___ Return to surveillance plan.

___ Participate in School System debriefing/lessons learned by key stakeholders

Source:

Manassas City Public Schools, Pandemic Flu Response Plan, September 2006

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